Defense Travel System

Defense Travel System-Limited

Training and Implementation

MAJ Reginald Sullivan
sullivanr@osd.pentagon.mil
(703) 607-1498, ext. 203

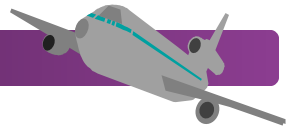
Topics

Defense Travel System-Limited

- Training Program
- Target Audiences
- Training Process
- Training Schedule
- Implementation Requirements

Training Program

Defense Travel System-Limited



- Joint training effort:
  - Government: Policies/Procedures
  - TRW: System training on use of DTS-Limited software
- Comprehensive training materials

Training Process

Defense Travel System-Limited

- **Four (4) day class**
- **Modeled after DTS Defense Travel Administration (DTA) training**
- **Designed for DTA personnel**

Target Audiences

Defense Travel System-Limited

Defense Travel Administration (DTA): administrative aspects of the DTS-Limited and set-up at the organizational level (as determined by Service or Agency)

Authorizing Officials (AO): authority to determine when temporary duty (TDY) travel is necessary, authorize travel, approve arrangements

Travelers: have access to, or require the services of the DTS-Limited software fo horizations and voucher preparatio

Training Schedule

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- ✔ **20 students per class**
- ✔ **60 classes total**
  - **50 classes conducted at TRW facility in Northern Virginia**
  - **10 classes to be conducted on-site at CONUS**

Training Support

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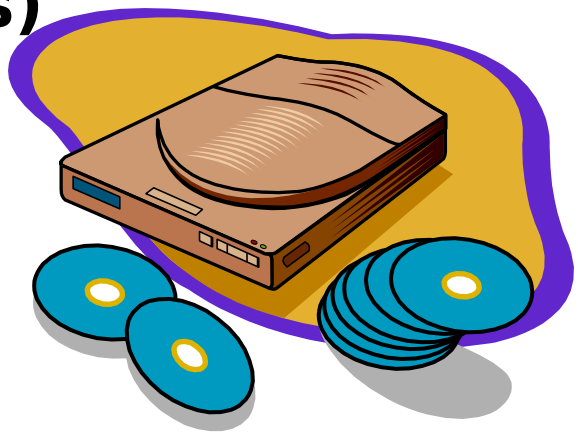
CD-ROM that includes:

- Lesson Plans (script/slides)
- Quick Reference Guide
- Finance Guide
- Labor Relations Guide
- Glossary
- Electronic Library
- Help Desk Information



COMPUTER BASED TRAINING (CBT) WILL ALSO BE PROVIDED AS PART OF DTS-LIMITED SOFTWARE

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AN EFFECTIVE TRAINING PROGRAM IS ESSENTIAL FOR THE SUCCESSFUL IMPLEMENTATION OF DTS-LIMITED.

System Requirements

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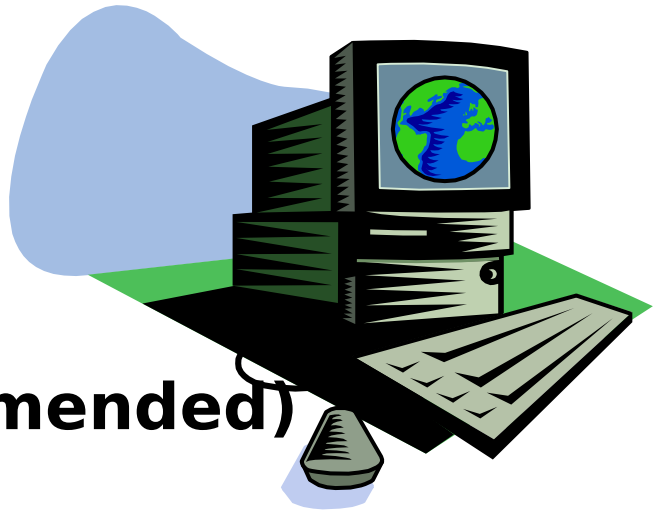

STAND-ALONE VERSION:

- ✔ PC 486 or better
- ✔ 8 MB RAM (16 MB recommended)
- ✔ CD-ROM drive
- ✔ 300 MB free disk space
- ✔ Operating system: Windows 95 or later
- ✔ WEB access (for DTS-Limited updates)
  - Netscape 4.0/Internet Explorer 4.0
  - Communications: Access to NIPERNET

System Requirements

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LAN Version:
(Client Workstation)

- ✔ PC 486 or better
- ✔ 8 MB RAM (16 MB recommended)
- ✔ CD-ROM drive
- ✔ 5 MB free disk space (300 MB if application loa
- ✔ Operating system: Windows 95 or later
- ✔ WEB access (for DTS-Limited updates)
  - Netscape 4.0/Internet Explorer 4.5
  - Communications: Network client software (not required for stand-alone)

System Requirements

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LAN Version:
(LAN File Server)

- ✔ PC 486 or better
- ✔ 32 MB RAM
- ✔ CD-ROM drive
- ✔ 300 MB free disk space
- ✔ Operating system: Network system (i.e Novell Ne
- ✔ WEB access (for DTS-Limited updates)
  - Netscape 4.0/Internet Explorer 4.5
  - Communications: Network client software

DTS-Limited Distribution

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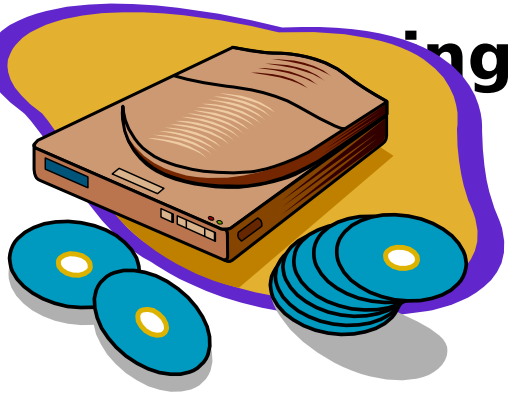
- ❶ **Service/Agency given DTS-Limited software and training manuals - responsible for site distribution**
- **PMO-DTS ships DTS-Limited software and training manuals to sites designated by Service/Agency**
- **DTS-Limited softwar ing manuals distributed at training**



Facilitation Visits

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40 sites in CONUS (TBD)

- 2 day visit
- Government and TRW reps
- Assist site DTA personnel wi
  software installation
- Limited training opportunities

DOES NOT REPLACE DTS-LIMITED TRAINING SESSION

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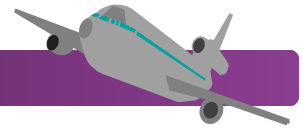

Questions?